

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES		
						1	13	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 06/18/2015		2. CONTRACT NO. (If any) EP-S3-15-02		6. SHIP TO:				
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE Region 3				
5. ISSUING OFFICE (Address correspondence to) Region III US Environmental Protection Agency Contracts Branch (3PM10) 1650 Arch Street Philadelphia PA 19103-2029				b. STREET ADDRESS US Environmental Protection Agency 1650 Arch Street				
				c. CITY Philadelphia		d. STATE PA	e. ZIP CODE 19103-2029	
7. TO: Andrew Leister				f. SHIP VIA				
a. NAME OF CONTRACTOR WESTON SOLUTIONS, INC.				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 1400 WESTON WAY				REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
d. CITY WEST CHESTER		e. STATE PA	f. ZIP CODE 193801492					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB								
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/30/2020		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 044519429 Technical Support and Training Activities TOCOR: Karen Esposito  Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$191,745.00		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME		RTP Finance Center						
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						17(i) GRAND TOTAL
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$191,745.00			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) John Robb TITLE: CONTRACTING/ORDERING OFFICER				

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

06/18/2015

EP-S3-15-02

0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region III US Environmental Protection Agency Contracts Branch (3PM10) 1650 Arch Street Philadelphia PA 19103-2029 Period of Performance: 07/01/2015 to 06/30/2020</p> <p>Technical Support and Training Activities Requisition No: PR-R3-15-00312, PR-R3-15-00315, PR-R3-15-00316, PR-R3-15-00317</p> <p>Accounting Info: 15-T-3AS0C-303D72-2505-C089-153ASM1007 -001 BFY: 15 Fund: T Budget Org: 3AS0C Program (PRC): 303D72 Budget (BOC): 2505 Job #: 03WQWQ00 Cost: C089 DCN - Line ID: 153ASM1007-001 Funding Flag: Partial Funded: \$50,000.00</p> <p>Accounting Info: 15-H-03W00WC-303D91-2505-1503WK1018-00 1 BFY: 15 Fund: H Budget Org: 03W00WC Program (PRC): 303D91 Budget (BOC): 2505 Job #: Z300 DCN - Line ID: 1503WK1018-001 Funding Flag: Partial Funded: \$1,745.00</p> <p>Accounting Info: 15-T-3AS0S-303DC6-2505-C089-153ASD1018 -001 BFY: 15 Fund: T Budget Org: 3AS0S Program (PRC): 303DC6 Budget (BOC): 2505 Job #: 03WQWQ00 Cost: C089 DCN - Line ID: 153ASD1018-001 Funding Flag: Partial Funded: \$100,000.00</p> <p>Accounting Info: 15-T-03W-303DC8-2505-C089-1503WK3004-0 01 BFY: 15 Fund: T Budget Org: 03W Program (PRC): 303DC8 Budget (BOC): 2505 Job #: 0300BM00 Cost: C089 DCN - Line ID: 1503WK3004-001 Funding Flag: Partial Funded: \$40,000.00 Continued ...</p>	1	LT	191,745.00	191,745.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$191,745.00

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

## 3

0002

The obligated amount of award: \$191,745.00.  
The total for this award is shown in box  
17(i).

\$0.00

Prescribed by GSA FAR (48 CFR) 53.213(f)

BLANK PAGE

## **Task Order #02 – Technical Support and Training Activities**

### **1. TECHNICAL DIRECTION DOCUMENTS (TDD)**

Site specific work will be assigned under this Task Order via a TDD. The TDD will specify the site, deliverables and due dates in accordance with the requirements of the TDD clause of the contract.

### **2. ELEMENT OF THE PERFORMANCE WORK STATEMENT COVERED BY THIS TASK ORDER:**

#### **A. Technical Support Activities**

The requirements under this section include the gathering and analysis of technical information and related data, the preparation of draft technical reports and related materials on oil and hazardous substance investigation, assessment cleanup, disposal technologies, process activities, operations, problems, and trends.

##### **1. Multi-media Surveys and Inspections**

The contractor shall provide technical support to EPA for multi-media surveys and inspections activities. EPA conducts multi-media surveys and inspections at facilities where hazardous substances are managed, treated, stored, or disposed. EPA also conducts these activities at the release of environmental hazardous substances. These activities may support multiple environmental regulations and/or programs.

##### **2. Treatability Studies**

The contractor shall perform treatability studies in accordance with EPA 540-R-92-071A, "Guide for Conducting Treatability Studies Under CERCLA" available at <http://www.epa.gov/superfund/policy/remedy/pdfs/540r-92071a-s.pdf> and OSWER Directive 9380-.3-10, National Technical Information Service (NTIS) Order Number# PB93-126787IN; and provide for laboratory, bench, and /or pilot scale treatability studies. The treatability study provides waste treatment and site specific response data to support the feasibility and use of technologies at a site.

##### **3. Engineering Evaluation and Cost Analysis**

After EPA issues the engineering evaluation and cost analysis (EE/CA) approval memorandum, the contractor shall conduct EE/CA activity in accordance with EPA 540-R-93-057, "Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA," dated August 1993. This document is available at <http://www.ntis.gov> as publication number PB93-963402. EE/CAs are required for non-time critical removal actions.

The purpose of the EE/CA is to allow public participation in the removal decision process, if time permits, and give consideration to alternatives to land disposal. The goal of an EE/CA is to identify the objectives of the removal action and to analyze various alternatives.

##### **4. Public Participation Support**

The contractor shall perform public participation activities in accordance with EPA OSWER Directive 9360-05, "Public Participation Guidance for On-Scene Coordinators: Community

Relations and the Administrative Record,” dated June 1992, and “Community Relations in Superfund: A Handbook,” dated January 1992; and provide technical support to EPA in the development, planning, and implementation of community relations and public support activities.

#### 5. Site Discovery Program

The contractor shall support EPA’s determination of whether sites require additional site assessment activities by collecting, recording, and analyzing detailed information about the site; and perform site discovery activity in accordance with EPA OSWER Directive 9375.2-11FS, “Improving Site Assessment: Pre-CERCLIS Screening Guidance,” dated October, 1999. The purpose of the Site Discovery Program is to determine whether sites require additional site assessment activities. The guidance is available at <http://www.epa.gov/superfund/sites/npl/hrsres/fact/sascreen.pdf>.

#### 6. Human Health/Ecological Risk Assessment

The contractor shall perform human health and ecological risk assessments in accordance with relevant guidance. Toxicity values can be sought using the Integrated Risk Information System (IRIS), Health Effects Summary Tables, and other sources. Risk assessment may include, but is not limited to data collection and evaluation, exposure assessment, toxicity assessment, and risk characterization.

#### 7. Administrative Records Support

The contractor shall provide technical support to EPA for compiling information for inclusion in the Administrative Record, as defined in Section 113(k) of CERCLA. The Administrative Record includes records, data, and guidance that EPA uses to determine the federal response action.

#### 8. Equipment Maintenance

The contractor shall provide support for equipment maintenance of government owned property or equipment, which is not government furnished property (GFP). The equipment shall be calibrated and maintained in accordance with manufacturer’s instructions.

#### 9. Regional Emergency Operations Center Support

The contractor shall provide support to the REOC as described under Section **Error! Reference source not found.**, “**Error! Reference source not found.**,” of this SOW.

#### 10. Regional Response Team Support

The contractor shall provide technical support to the regional response teams (RRT). There are 13 RRTs, each representing a particular geographic region (including the Caribbean and the Pacific Basin). RRTs are composed of representatives from field offices of the federal agencies that make up the National Response Team, as well as state and local representatives and interested members of the public. The four major responsibilities of RRTs are: (1) response; (2) planning; (3) training; and (4) coordination.

#### 11. Enforcement Support

The contractor shall provide EPA with technical support for government enforcement at sites. The primary goal of EPA’s enforcement program is to identify PRPs and to obtain



voluntary settlement or, if necessary, to compel PRPs to implement site cleanups. Once the PRP has agreed to take response actions, the goal of the enforcement program is to ensure that the assessment or cleanup activities are performed in accordance with applicable statute(s), the NCP, and any other relevant guidance.

## **12. Cost Recovery**

The contractor shall provide technical and administrative support to EPA in collecting and securing evidence to aid EPA in its cost recovery efforts. This may include compiling cost documentation packages and gathering information, which may be used to establish liability and support EPA's response decisions.

The contractor shall collect and organize data in defense of claims, such as claims for reimbursement under CERCLA and other applicable environmental statutes. This service will be in support of preparation by EPA for civil and administrative settlements, including pre-trial and auxiliary services, leading to formal negotiations/meetings with private parties, and trial.

The contractor shall analyze government-furnished documents (e.g., provide support for data analysis of the overall cost recovery program). Government-furnished documentation may include a description of work performed, site specific cost summaries, tracking of oversight costs, billings and payments received, statutes of limitations, and status of past removals and remedial actions.

If EPA is unable to provide access to documents needed in the performance of cost recovery activities, the contractor shall obtain specific cost information from firms whose EPA contracts have expired.

The contractor shall copy, organize, summarize, maintain, and track evidentiary materials, which are stored in a non-site specific manner to facilitate review of liability determinations.

The contractor shall have a document storage technology, which reflects EPA's technology.

## **13. General Technical Support**

The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.

The contractor shall provide information and options, which will enable EPA to draft specifications for EPA program activities. The specifications are used in connection with the provision of technical and cleanup support. The contractor shall provide information for EPA's review and approval. EPA will make the final determination of the acceptability of the information the contractor submits. Examples of technical specifications include data for developing site safety plans for response personnel and the public, information on local contingency planning, methods of hazard mitigation, containment, countermeasures, on-site treatment systems, removal and disposal options, and personnel and equipment requirements.

## **B. Data Management Support**

The contractor shall provide data management support using various programs including SCRIBE (or a successor or equivalent software which has been accepted by the US EPA Region 3); utilize hardware and software to provide information technology support in the form of web applications; Geographical Information Systems (GIS) support in the form of maps, data, mapping applications, and other geospatial products; mobile device application development and implementation; maintenance of data applications utilized for inspections, investigations response, and contingency planning; and be used routinely to enter, track, document (i.e., create and provide metadata) or retrieve information and data developed during the performance of the contract. Environmental data refers to measurements or information that describe environmental processes, conditions or locations; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental data includes information collected directly from measurements, produced from modes, and compiled from other sources such as data bases, reports or literature. 'Data' refers to various formats including; tabular, geospatial information, electronic records, and files (unless otherwise indicated). The comprehensive approach to data management ensures that various types of data are collectively managed, reviewed, reported and used to enable the assimilation of information to develop a complete operational picture.

## **C. Training**

Training formats may include classroom training, exercises, field training, response/practice drills, and simulations. Work may be required beyond the contractor's normal work week, and evenings and weekends may be necessary to accommodate the schedules of volunteer fire departments and emergency response personnel. Training may require frequent travel, including occasional travel outside the primary regional area.

The requesting agency is required to provide suitable class room space. Class room space varies from community college class rooms and laboratories to training in fire bays. The contractor shall adapt to any physical limitation of the provided classroom space. Class size will range from 12-35 persons, but 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) classes may be limited to 20 persons. If a minimum of 12 students do not attend, classes may be cancelled at the last moment. The contractor shall communicate directly with the requesting agency on class schedule, room arrangements, class agenda, etc.

### **1. Training Course Descriptions**

The following information provides examples of the duration of classes:

Duration	Title
16 hour	Firefighter Operations Level Class
16 hour	EMS Operations Level Class
16 hour	Mass Decontamination Class & Exercise
4 hour	Hospital Decon Class
32-40 hr.	HAZWOPER Technician Level Class (most popular)
40 hours	HAZWOPER Operation Level Class
16 hour	Annual Refresher Classes
16 hour	Illicit Drug Lab Class



16 hour        Air Monitoring and Sampling Class  
8 hour Chemistry for the HazMat Technician  
16 hour        Multi-Media Sampling Class

## **2. General Training Requirements**

The contractor may be required to develop classes as assigned by EPA. Existing classes require continual revision to accommodate the specific needs of the organizations to be trained. As new regulations are developed and new issues arise in the response community, new classes must be developed to address those needs as well. EPA classes are developed in accordance with national guidelines and standards, including, but not limited to 29 CFR 1910.120 and National Fire Protection Association Standards 472 and 473. EPA will expect that personnel designated as a Training/Exercise Specialist will become familiar with these standards and maintain current knowledge of advances in hazardous materials response.

The contractor shall continually evaluate all training materials as to content, quality, and effectiveness; and shall recommend to EPA appropriate additions, deletions, or modifications.

The requesting agency is required to provide suitable classroom space and a water source for practical exercises. Therefore, the contractor shall adapt to any physical limitations of the provided classroom space. Classroom space varies from community college classrooms and laboratories to training in apparatus bays. Class size generally ranges from 10 – 30 students, but EPA will try to limit participation to 15-20 for classes which require significant student oversight (such as Chemistry). EPA will determine the number of instructors necessary to assist with training based on the size and complexity of the class. This information will be presented in the task assignment.

The contractor is not authorized to cancel any courses. Any cancellations made by the host agency will be relayed by telephone to the contractor as soon as possible. Historically, cancellations are rare.

Course material will be presented to EPA for review and approval prior to delivery. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to EPA training staff. Course manuals must be delivered to EPA to be photocopied by the Government Printing Office, or through other means as determined appropriate by EPA. The contractor must make arrangements with EPA for delivery and pickup of these photocopied documents.

## **3. Training Equipment Requirements**

The contractor shall store and transport all equipment necessary to support the training courses. The contractor will recommend a list of expendable equipment needed prior to each course in accordance with the tasking assignment. All equipment must be current, in calibration, and operational. The contractor will be required to store a significant amount of training equipment during the term of contract.

Disposal of any waste chemicals shall be the responsibility of the Contractor, but will be

billable under the class assignment. The quantity of this waste generally does not exceed 32 ounces per quarter. The contractor shall dispose of any waste chemicals in accordance with all local, state, and federal regulations.

### **SPECIFIC TASKS LIST**

This list is not intended to be all inclusive, but it is a historically based list of tasks that support the SOW requirements. For ease of organization, tasks are arranged by the activity where they have typically occurred first, for example, identification of local and elected officials could be performed as either a Response or Assessment activity. Therefore, since Response is the first activity in the SOW the task is listed under Response. This exhibit structure does not preclude using a task in any other contract activity.

The contractor shall support EPA in the following tasks:

#### **A. TECHNICAL SUPPORT**

The contractor shall support EPA in the following tasks:

1. Locate and review files of waste generator(s), site owner(s), site operator(s), and other documents relating to past operator(s), for example, deeds, court transcripts.
2. Interview site owner(s), operator(s), state/local officials, residents, and other interested parties.
3. Provide a written record of PRP identification efforts to assist EPA in determining cost liability.
4. Identify PRPs.
5. Analyze the accuracy, timeliness, and completeness of PRP reports.
6. Document PRP activities and provide negotiation support.
7. Verify PRP compliance with enforcement orders.
8. Analyze PRP documents and actions for compliance with enforcement actions.
9. Conduct deed and title searches.
10. Provide appraisals of real property.
11. Provide financial analysis and corporate research.
12. Develop public information summaries for internet distribution.
13. Disseminate EPA-approved information to the public.
14. Provide expert testimony.
15. Provide health indication sampling and analysis.
16. Provide engineering design products and services.
17. Collect and compile data from spill reports, pollution reports (POLREP) and spill notification phone lines.
18. Provide COR-approved information to the state, local, or natural resource trustee agencies.
19. Input data from spill reports.
20. Provide information for Freedom of Information Act (FOIA) request responses and to evaluate facilities' release history for inclusion in COR specified internet websites.

21. Maintain an electronic emergency information system that contains all contingency plans, databases, and geographic information necessary to support emergency operations. This system must be accessible from field locations via the internet.
22. Provide technical support to EPA for the identification of PRPs associated with a site, facility, and/or release.
23. Provide technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility, and/or release.
24. Provide technical support to EPA in connection with proceedings against owners or operators of facilities operating in violation of reporting requirements and uncontrolled hazardous substances present. Such technical support will include providing background technical information to EPA in obtaining an injunction against continued use of the site, an order to undertake remedial action, or recovery of cost incurred by the government in undertaking such action.
25. Provide technical support to EPA in enforcement case development support including well drilling and sampling, field sampling, geophysical surveys, well inventories and other support to provide evidence to support EPA litigation or negotiation with PRPs. Work may be undertaken to fill a variety of data gaps related to extent of contamination and damages or to augment enforcement investigation efforts.
26. Provide technical and administrative support to EPA in the development of an enforcement plan.
27. Collect and review available data and background information about a site, facility, or release. This shall include information about the nature of the waste present, waste management at the site, environmental data, and health data. Collection of data also includes photographic and cartographic documentation of site conditions.
28. Analyze and document the extent of an incident, the potential hazards, type of resources needed, and the actions of the PRPs to respond.
29. Draft lessons learned reports.
30. Design, develop, prepare, analyze, and report observations of planning, training, and drills/exercises to provide options for preparedness and operational readiness of the RRT and the response community within the region.
31. Analyze responses to discharges of oil and releases of hazardous substances, pollutants or contaminants, assess equipment availability, readiness, and coordination among RRT member agencies, and other public and private agencies.
32. Document and analyze plans and planning efforts for the Regional Contingency Plan, Area Plans, and special subject plans.
33. Provide logistical support for scheduled RRT meetings.
34. Select and reserve meeting space.
35. Arrange site tours and meetings.
36. Develop visual aids to include computer driven presentations.
37. Document technical meeting minutes.
38. Provide a technical summary of the meeting.
39. Attend scheduled RRT meetings.
40. Develop and update the RRT mailing list, an RRT e-mail list, and an e-mail group distribution capability to send EPA approved and EPA-authorized notices.

41. Accompany the EPA during on site facility surveys and inspections at sites, facilities or releases where hazardous waste contaminants or pollutants are managed, treated, stored or disposed.
42. Record and document compliance with applicable or relevant and appropriate federal and state requirements related to environmental statutes such as the Resource Conservation and Recovery Act (RCRA) or CWA.
43. Compile multi-media checklists to be used at sites, facilities, or releases. During the performance of multi-media surveys and inspections the contractor may have access to CBI. The contractor shall treat all CBI in accordance with the CBI clauses in the contract.
44. Perform literature surveys including the use of the Alternative Treatment Technology Information Center, the Superfund Innovative Technology Evaluation Program, the Record of Decision Systems database, and the Risk Reduction Engineering Laboratory Treatability Database. Access to be provided by EPA, if necessary.
45. Prepare project planning documents to include the following: work plan, field operations plan, health and safety plan, and/or quality assurance project plan specifically for treatability study efforts.
46. Perform laboratory, bench, and/or pilot-scale testing of established, emerging, and/or innovative technologies.
47. Evaluate the effectiveness and compliance of the tested or proposed technologies with federal and state requirements. EPA will review all evaluations and make any and all decisions or determinations regarding the proposed technologies.
48. Report the findings of the studies to EPA.
49. Oversee and review treatability studies being performed by PRPs.
50. Provide technical and administrative support in the preparation of a draft EE/CA approval memorandum. All final EE/CA approval memoranda will be prepared by EPA.
51. Provide technical and administrative support in preparing a draft EE/CA report, which shall include the following sections: site characterization, identification of removal action objectives, identification of ARARs, identification and initial screening of removal action alternatives, analysis of removal action alternatives, comparative analysis, and selection of the removal action. While the contractor will analyze the alternative removal actions, final decisions, determinations and judgments will be made by EPA.
52. Provide technical and administrative support for the preparation of a summary of the responses by interested parties.
53. Conduct community interviews to develop an understanding of local concerns and desired involvement as part of the development of the Community Relations Plan.
54. Prepare a community relations plan in accordance with Community Relations in Superfund: A Handbook, January 1992.
55. Provide data management for tracking community relations activities, including milestones in community relations plans.
56. Establish and update information repositories at or near the facility.
57. Prepare general or site specific fact sheets.
58. Provide support in planning and conducting public meetings and technical discussions involving PRPs and the public. This support will include the provision of audio-visual aids and reports as required by EPA.



59. Assist in planning and conducting public briefings, conferences, workshops, community conferences, and training workshops.
60. Write and/or place newspaper notices regarding the availability of site-related documents and public meetings.
61. Provide recording/transcript services for public meetings or for the administrative record.
62. Prepare studies and reports evaluating the effectiveness of community relations efforts and other topics of general interest, such as how incineration is perceived, and how to improve on communication regarding alternative and innovative technologies.
63. Provide for a complete and operating public information office at locations specified by task orders. Such a public information office shall be maintained and operated by the contractor to provide the public with access to EPA generated informational documents concerning sites.
64. Assemble EPA-provided records.
65. Organize, maintain, and duplicate materials.
66. Compile documents for the administrative record.
67. Publicize location of the repository in local newspapers.
68. Coordinate records compilation with state offices and federal facilities.
69. Organize and compile records for enforcement cases.
70. Operate government-owned equipment at the direction of the OSC, to include vehicles.
71. Maintain and calibrate government equipment in accordance with OSC and/or manufacturer's instructions, to include vehicles.
72. Pick up, transport, and deliver necessary government equipment to and from response sites, to include vehicles.
73. Decontaminate equipment operated by the government at a response site prior to its being transported away from that location.
74. Collect and summarize all incurred cost documentation in support of costs incurred, using existing cost documentation systems and adjust media storage to reflect EPA implementation of advances in automated methods.
75. Perform an audit of cost documentation based upon EPA provided guidance.
76. Produce a documentary audit trail to establish proof of costs incurred using existing systems and other documentation guidance.
77. Ensure that the cost document compilation is complete.
78. Provide technical support in developing proof to support allocation of non-site specific charges on a site specific basis.
79. Accumulate and verify all costs incurred in connection with a site or sites by reconciling all supporting documentation with data in agency financial and documentation systems.
80. Provide technical support in reviewing all cost documentation or accounting procedures for deficiencies and/or potential sources of challenge.
81. Maintain an organized cost package or cost document file that includes cost summaries for each cost element claimed together with organized supporting documentation.
82. Research state or other federal agency accounting procedures to the extent necessary to enable a complete audit of costs incurred by the state or other agency in connection with Superfund sites.
83. Review and analyze audits or technical reports for relevance to cost claims.

84. Provide technical support in the review of pertinent EPA files and documents necessary to substantiate a close-out memorandum. The close-out memorandum will be prepared by EPA, with technical support from the contractor, when appropriate.
85. Gather documents from EPA that authorized the work and documents that provide evidence that work was performed.
86. Provide support in collating, refiling, and organizing the above information as needed.
87. Contractor will provide assistance in completing the required State Voluntary Cleanup Program technical reporting and documentation to help Targeted Brownfields Assessment recipients enroll a site into the state cleanup program.

## B. DATA MANAGEMENT

The contractor shall support EPA in the following tasks:

1. Keep informed of all current/new information technologies and provide analysis and evaluation of these technologies in support of emergency response activities which include prevention, preparedness, and response.
2. Provide data input/output services for digital and hard copy formats which meets user-defined DQO and standards.
3. Identify and incorporate appropriate DQOs for software and application development/maintenance of such programs.
4. Develop data dictionary/meta data results for all applications and data collected.
5. Identify/develop data sort/report generation capabilities appropriate for all program support activities.
6. Provide data and report analysis for all data collected.
7. Provide analysis of data utilization.

## C. TRAINING

The contractor shall support EPA in the following tasks:

1. Develop and provide training to federal, state, and local response organizations related to the activities described in this SOW.
2. Support EPA with schedule preparation and conducting training sessions.
3. Provide EPA specific classes such as EPCRA, Computer-Aided Management for Emergency Officials, and CAA 112(r) training, etc.
4. Provide industry standard classes such as 40 Hour HAZWOPER and 8 hour Annual Refresher training, etc.